



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, December 1, 2008

Opening:

The regular meeting of the Human Resources Board was called to order at 4:00 p.m. on December 1, 2008, in the City Hall 5th Floor Large Conference Room by Chairperson Erin House.

Present:

Excused Absence:

Unexcused Absence:

Ellie Bennett
Arthur Butler
Bob Gordon
Jeremy Hammond
Erin House
Norman Powell
Jacklyn Rawlings
Woodie Rucker-Hughes
Rhonda Strout
Robin Treen

Rosetta Runnels

Alanna Johnson

Guests:

Miriana Gonzalez, Senior Human Resources Analyst

Mylene Daniels, Business Systems Support Analyst

Mary Shelton, Riverside City Resident

Sonia Dew, Riverside City Resident

Public Comment Period

Mary Shelton remarked on the article in the Press Enterprise about City Lay-offs and also inquired about the Police Department's audit of the retention rate of their female officers. She suggested that the Board should be aware and informed of this matter, and also suggested that the Board should be aware of all employment actions including those in litigation.

Chairperson House responded to Ms. Shelton indicating that the lay-offs were not planned, but were due to the economic downturn. Board Member Jacklyn Rawlings mentioned that the Mayor commented on the City's current fiscal problems, and also noted that every City in the State has to consider lay-offs of some kind. Collectively, the Board members wanted to know if the Human Resources Department had any forewarning of the lay-offs. HR Director Rhonda Strout explained that Departments were given a percentage or dollar amount budget reduction to achieve, and that every attempt has been made to avoid lay-offs. A total of six employees were impacted, and this occurred with little notice in-between Board meetings.

Discussion ensued regarding the matter of employment actions. Board Member Norman Powell felt that anytime the City has any kind of litigation, the Board should be notified. Board Member Bob Gordon felt the same way, since it's all public record. Board Member Robin Treen questioned whether the Board is informed

of all grievances. Vice Chairperson Bennett responded in the negative. Human Resources Director Strout reminded the Board that she brings the Board pertinent updates in all the various divisions of Human Resources. Board Member Treen questioned why the Board would want this information when they cannot comment or change any of the decisions. The Board indicated they still want the information regardless, and requested that the HR Director bring statistical information on "employment actions" including employee separations and employee relations matters on a bi-monthly basis.

Vice-Chairperson Bennett suggested having the Police Department come to the next Board meeting to report on the audit. There were conversations between Board Members, and the consensus was to wait until the audit is complete and then request the Police Department to attend with their department presentation. With no further comments by the public or Board members, Chairperson House closed the Public Comment Period.

A. Approval of Minutes

Approval of Monday, November 3, 2008 Minutes

- Board Member Powell brought it to the attention of the Board that a correction was needed. Although he made a motion to approve the minutes of the October 6th meeting at the November 3rd meeting, he should not have done so, as he was not present at the October 6th meeting.
- Bob Gordon was identified as replacing Powell in approving the minutes of the October 6th meeting.

Motion to approve with changes: Norman Powell

Second: Bob Gordon

Ayes: All

B. Agenda Items

Vice-Chairperson Bennett inquired why the agenda contained no discussion regarding the departments not replacing key positions. She and Board Member Butler are concerned that Finance is using under-fills to sustain vacant positions. Chairperson House apologized to the Board for the oversight. It was determined that the item would be added to the January agenda.

4. Review of Human Resources Personnel Policies and Procedures – Jeremy Hammond, Deputy Director, Human Resources

- Jeremy Hammond asked the Board for any comments or concerns regarding the previous policies that were brought forth at the last Board meeting. The policies were: Reasonable Suspicion & Post Accident Drug and Alcohol Testing Policy for Confidential and Management Employees; Employee Leave Donation Plan Policy; Education Reimbursement Program Policy; and Temporary Agency Services Program Policy.
- There was an inquiry as to whether these policies had previously been brought forth in a Public Hearing.
- Board Member Gordon commented that they were and no one from the Public attended.
- Jeremy Hammond gave a brief description on each policy and what was proposed for change in the policies:
 - **Reasonable Suspicion & Post Accident Drug and Alcohol Testing Policy:** Board Member Treen motioned to approve; Board Member Powell seconded the motion; all approved.
 - **Employee Leave Donation Plan Policy:** Board Member Treen motioned to approve; Vice-Chair Bennett seconded the motion; all approved.
 - **Education Reimbursement Program Policy:** Vice-Chair Bennett motioned to approve the amended policy; Board Member Gordon seconded the motion; all approved.
 - **Temporary Agency Program:** Board Member Gordon expressed concern with how HR will handle the administration of the policy with their reduced staffing. Director Strout commented that the department is currently administering the policy. Vice-Chair Bennett remarked in light of the City's budgetary concerns,

temporary appointments should be monitored by Human Resources. Board Member Butler motioned to approve; Board Member Treen seconded the motion; all approved.

5. Distribution of Human Resources Personnel Policies and Procedures – Jeremy Hammond, Deputy Director, Human Resources

- Deputy Director Hammond introduced the Family, Medical, and/or Pregnancy Disability Leave Policy, which includes revisions due to the recent changes in law.
- Vice-Chair Bennett inquired about the language found on page seven of the policy.
- According to Director Strout, the policy includes three laws - the California Pregnancy Disability Leave Act (CPDL), California Family Rights Act (CFRA), and the Federal Family and Medical Leave Act (FMLA).
- Vice-Chair Bennett felt before she could clearly vote on this policy, she would like more research done. Her concern, and other members agreed, was to ensure they are doing the right thing for City Employees.
- Chairperson House agreed if the comfort level was not present, then this item should be agenized to the next Board meeting. He asked Ms. Johnson to add to next month's agenda.
- Board Member Rucker-Hughes inquired as to when the employee comes back from the FMLA leave, does the employee have to acquire a new evaluation date, and does the employee go back on probation?
- Deputy Director Hammond answered FMLA does not change the employee's evaluation date.

6. IT Updates: Employee On-line – Miriana Gonzalez, Sr. Human Resources Analyst and Mylene Daniels, Business Systems Support Analyst, Human Resources

- Ms. Gonzalez opened up the presentation by sharing the level of effort and commitment between HR and IT staff, to prepare and simplify the Open Enrollment process for employees. The employees used Open Enrollment to add/delete/update and change their benefits. Benefits fairs were not conducted, but rather "educational sessions focused on training in the new Employee On-line system.
- Ms. Gonzalez, along with Ms. Daniels, showed the Board the step by step process the City employees went through.
- After the presentation, Board Member Rucker-Hughes felt the staff should be commended on the program that was created. The rest of the Board agreed and indicated they were really impressed with the program.
- Board Member Powell asked if employees could access the Open Enrollment process from home or any computer. Ms. Gonzalez explained the process could only be accessed through City computers. Extra computers, with IT and/or HR employees to assist, were stationed at various City facilities so employees could access the program at any time during work hours.
- Chairperson House again congratulated and thanked Ms. Gonzalez and the HR staff on the Open Enrollment process.

New Business:

- The Board inquired regarding the status of the Affirmative Action plan. Director Strout answered that the plan is currently being drafted.

The meeting was adjourned at 5:28 p.m. by Chairperson House.

Next Meeting:

January 5th, 2009, 4:00 p.m. City Hall, 5th Floor large conference room.

Minutes submitted by: Alanna J. Johnson